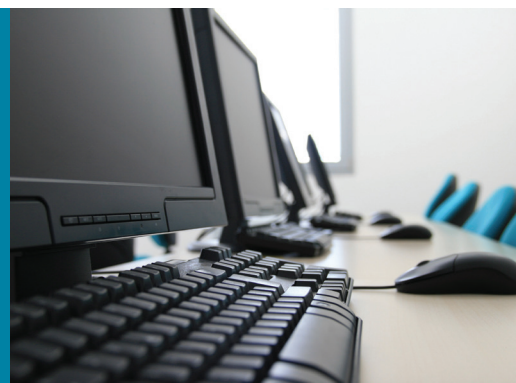


Apprenticeships in Business Administration



What is an Apprenticeship?

Apprenticeships meet the needs of both young people and businesses. They offer quality work-based training, as an alternative to full-time study. Apprentices should be employed and are usually aged between 16 and 18 years old. Although the college has a small number of spaces for those aged between 19 and 24.

Apprenticeships provide motivated young people with the opportunity to gain the skills and nationally recognised qualifications sought by employers throughout the industry.

Specific Information

Apprenticeships in Business Administration are designed to develop skills in roles such as Admin Assistant, Receptionist or Sales Support.

Entry Requirements

Apprentices must have a Contract of Employment for a minimum of 30 hours per week and successfully complete a probationary period at work. In addition they must complete initial assessments in English, Maths and Information Technology. The initial assessments and interviews will be carried out at the college.

Duration

12-18 months

Start Point

Rolling programme

Levels

Intermediate or Advanced

Apprenticeships include the following which must be achieved by the apprentice to qualify for an Apprenticeship certificate:

The competencies qualifications are flexible qualifications delivered in the workplace or settings that replicate the work environment.

A technical knowledge qualification to demonstrate that the apprentice has developed their skills and gained an understanding of the theoretical ideas surrounding Business Administration.

A module on employee rights and responsibilities.

A module on personal learning and thinking skills.

Apprentices must complete functional skills qualifications (in English and maths) or a GCSE with enhanced content. Those who have already achieved the appropriate GCSE at grade C will be exempt.

Contact

Phone

01424 458340

Email

apprenticeships@sussexcoast.ac.uk

Website

www.sussexcoast.ac.uk

Sussex Coast College Hastings has Apprenticeships available in the following areas:

- Brickwork
- Carpentry and Joinery
- Childcare
- Customer Service
- Electrical
- Engineering
- Hairdressing
- Health and Social Care
- IT
- Motor Vehicle
- Plumbing
- Professional Cookery

Sussex Coast College Hastings

Station Plaza
Station Approach
Hastings
TN34 1BA

Ore Valley Campus

Parker Road
Hastings
TN34 3TT

Automotive Training Centre

Unit 17 & 18
Northridge Industrial Estate
Hayward Way
Hastings
TN35 4PP

